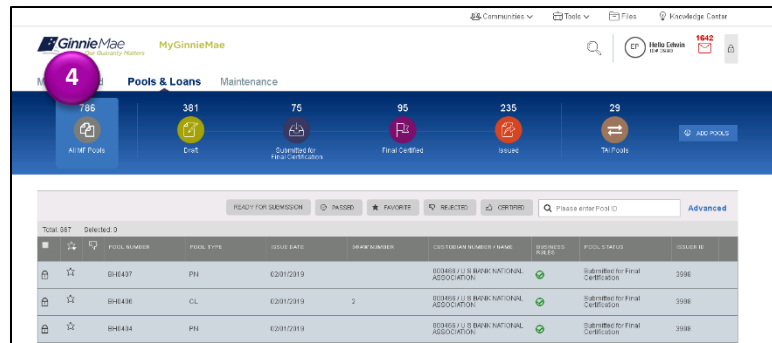


### SUBMITTING AN INITIAL CONSTRUCTION LOAN (CL) POOL FROM THE POOL DETAILS PAGE

1. Navigate to MyGinnieMae via <https://my.ginniemae.gov>.
2. Select **Login**.
3. Login with you MGM credentials.
4. Select the **Pools & Loans** tab to access the Pools & Loans Page.

The Pools & Loans Page will display.



5. Select the **Add Pools** button.
6. Select the **Enter Manually** button.

The Pool Details Page will display.

7. Enter the **Pool Number**.
8. Select an **Issue Date** from the dropdown.
9. Select **CL-Construction Loan** from the Pool Type dropdown.
10. Select **01-Initial Construction Loan** from the Submission Type dropdown.
11. Enter a **Pool Tax ID**.
12. Select a **Delivery Date** from the date calendar.
13. Select a **Security Interest Rate**.
14. Enter a **PL/PN Security Rate**.
15. Select a **Maturity Date** from the date calendar.
16. Select a **Custodian Number/ Name** from the dropdown.
17. Select a **Subscriber Number/ Name** if applicable.



## Submitting Initial Construction Loan (CL) Pools

### ISSUER QUICK REFERENCE CARD

From the Principal & Interest Account box:

18. Select an **ABA/Federal Routing Number** from the dropdown.
19. Select an **Accounting Number** from the dropdown.

From the Escrow Accounts section:

20. Select the **Add** button.
21. Select an **ABA/Federal Routing Number** from the dropdown.

From the Subscriber section:

22. Select the **Add** button.
23. Select the **ABA/Deliver To value** from the dropdown.
24. Enter a **Description** (optional).
25. Enter a **Position (in\$)**.

From the Certification and Agreement  
– Form 11711B section:

26. Select an option:
  - i. Any and all security agreements affecting the mortgages in the referenced pool or loan package are limited by a duly executed Release of Security Interest (form HUD-11711A), which has been delivered by the issuer to the designated document custodian and which provides that any interest of a secured party in and to the pooled mortgages shall lapse upon or prior to the delivery of securities backed by the referenced pool or loan package. Upon the delivery of securities, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.
  - ii. No mortgage in the referenced pool or loan package is now subject to any security agreement between the issuer and any creditor, and upon the release (delivery) of securities backed by the pool or loan package, only Ginnie Mae will have any ownership interest in and to the pooled mortgages.

#### SUBMITTING AN INITIAL CONSTRUCTION LOAN (CL) POOL FROM THE LOAN DETAILS PAGE

1. Select the **Loans** tab from the Pool Details Page.
2. Select the **Add Loans** button from the All Loans Page.
3. Enter the **Issuer Loan Number**.
4. Select a **Mortgage Type** from the dropdown.
5. Enter a **Mortgage Interest Rate**.
6. Select **Balloon Payment indicator**.
7. Enter an **Original Principal Balance**.
8. Enter an **Unpaid Balance**.
9. Enter a **Principal & Interest amount**.
10. Enter a **Term of Mortgage** in Years and Months.
11. Select a **First Pay Date** from the date calendar.
12. Select a **Last Pay Date** from the date calendar.
13. Select a **Loan Origination Date** from the date calendar.
14. Select an **Initial Endorsement Date** from the date calendar.
15. Complete the applicable terms if there are Prepayment Provisions.
16. Enter an **FHA/USDA Case Number**.
17. Select a **Loan Type Code**.
18. Select a Section of the Act from the dropdown.
19. Select an **Annex-Special Disclosures value**.
20. Complete the Mortgagor Information section.
21. Select the **Save** button.

#### VALIDATING AND SUBMITTING POOLS

1. Select the **Validate** button from either the Pool Details, Loan Details or History Details pages.



## Submitting Initial Construction Loan (CL) Pools

### ISSUER QUICK REFERENCE CARD

2. Resolve all Fatal errors and/or warnings if applicable.
3. Select the **Submit** button from the Pool Details or Draw History Details pages (available once pool has passed validations).
4. Select the **Continue** button to complete the Certification.
5. Enter the **SecurID PIN and Passcode**.
6. Select the **Submit** button.

**NOTE:** In the event of a Mortgage modification for a Loan that is a Balloon Payment, a warning will appear on the Draw History Details page. In the case of Type 3 Conversions with no Draw, the warning will appear on the Pool Details screen.